

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
October 16, 2014

SUBJECT: Proposed Class I Variance to remodel existing home adding a new master bedroom, bath and kitchen on the lower level to accommodate handicapped wife

FILE: PA-14-37

ATTENDEES: Applicant: Charles Sales, Owner
Staff: Sara Javoronok, Associate Planner

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any “follow-up” items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 4243 Spring Rock Circle
Area: 11,958 sq. ft.
Comprehensive Plan Designation: Medium Density Residential
Zoning Classification: R-5
Overlays: None

Project Details

The applicant is proposing an addition to the first floor of his home to add a new master bedroom, bath, and kitchen to accommodate medical needs. The proposed addition continues the first floor of the residence along the same wall as the existing office. The proposed setback from the rear property line is 17 feet, three less than the required 20 foot rear yard setback. This could be accommodated through a Class I variance which can allow for up to a 20% reduction in setbacks, which is up to four feet for this property.

Site Analysis

The existing single family home was built in 1978 when the setbacks were less than today's 20 feet. There is an existing first floor office, second floor deck, and detached gazebo that are partially within the rear yard setback. The lot slopes downward from the home to the southwest and northeast. The site is not within a mapped Goal 5 resource area. There is a 6 foot public utility easement, which was part of the original plat, on the rear and northeast side of the property.

Development Review Engineer, Khoi Le, should be contacted at kle@westlinnoregon.gov or 503-722-5517 for more information.

Process

A variance is required. Prepare an application form, narrative and plans which respond to applicable criteria from the Community Development Code (CDC). Follow 75.050 for what to submit in addition to the narrative responding 75.020(1)(a). Chapter 75 is attached and the CDC is online at <http://westlinnoregon.gov/cdc>. The application form must be signed by the property owner.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A fee of \$825 is required for a Class I variance at the time of application. Other fees, including building, may be required.

Once the application and fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, the staff will notify the affected parties of the proposal and invite comment. The Planning Manager will issue a decision to approve, approve with conditions or deny the application and notify affected parties. There is a 14-day window to appeal the decision of the Planning Manager following notice of the decision. If no appeal has been received by the close of the appeal period, the Planning Manager decision becomes final and the applicant may move forward with the development of their proposal.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes***. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***